



**Army Reserve Contracting Center
Government Purchase Card (GPC) Program Office
Fort Dix, New Jersey 08640**

GPC Policy Statement #5

13 July 2006

SUBJECT: Certification/Payment Policy

In accordance with Army Regulation, GPC accounts are required to be certified for payment within five business days of the billing cycle close date. Accounts remaining uncertified after 10 business days will be suspended until certification is accomplished.

Accounts 30 days past due are considered delinquent and will be suspended until the account is certified; payment is received by US Bank and the account no longer appears on the US Bank Delinquency List.

An approving/certifying official's second appearance on the Delinquency List within 12 months will require in addition to the above, counseling by the approving/certifying official's immediate supervisor before the account is reactivated. This counseling, followed up in writing to the Level IV A/OPC, will consist of the importance of timely payments of accounts and corrective measures to ensure future payments will be made in a timely fashion.

The third appearance on the Delinquency List within 12 months will result in immediate suspension which will not be re-opened until a statement is received from the approving/certifying official's commander or director explaining actions taken to ensure compliance with payment procedures and requesting re-activation.

The fourth appearance on the Delinquency List within 12 months will result in a suspension of the account until a new approving/certifying official is assigned.

RAYMOND X. BLAUVELT
609 562-2699
SFCA-NR-ARCC

CHRISTINE T. LEHTINEN
609 562-2828
SFCA-NR-ARCC